



Main Library - Accomac

Northampton Free Library
Chincoteague Island Library
Cape Charles Memorial Library

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EASTERN SHORE PUBLIC LIBRARY
BOARD OF TRUSTEES
January 23, 2017, 2:00 pm
Main Library, Accomac, VA

Present: Kitty Hall (Chair), Barbara Coady, Paul Berge (Vice Chair), Patricia Bloxom, Dennis Custis, Ann Rutledge, Gerry Ryan.

Absent: Dana Bundick, Jackie Davis, Tim Valentine.

In attendance: Cara Burton, Director. Public: Summer Dahlmanns, Janice Felker, Fitzhugh Godwin, Paul Muhly, Charle Ricci, Brian Simpkins

Meeting called to order at 2:03 pm by Kitty Hall.

Public comments. None.

Capital Campaign Update.

- Kitty called on Fitz Godwin to give presentation on the Capital Campaign. Reviewed major giving progress by Jenny Barker. John Edmonds has a new role as co-chair of the major donor committee with Ms. Barker. Godwin reported that \$408,000 plus pledges for a total of \$558,000 to date since October 1, 2016 has been raised. The campaign will be phased through 2019 with additional endowment fund raising efforts thereafter. A new corporate giving effort is underway with a committee meeting weekly. The (donated) campaign office space has moved to another unit in Four Corners Plaza, next to the ABC Store, with 4,500 sq. ft. Asks that Trustees donate again in 2017 as grants require reporting the number of Trustee contribution.
- The referendum vote was November 4, 2014 and it was one year and eight months to July 21, 2016 when Godwin became campaign chair. Feels waited too long to start the campaign. He requests that we go out to bid sooner. Ryan stated it is up for discussion at today's meeting. Godwin states that we need to demonstrate to grant and corporate givers that we are shovel ready and the publicity will help bring in more funds.
- Godwin has asked Jeanine Hall to chair the Eastern Shore Room Committee and to research Historic Tax Credits.
- The ten committee chairs of the Campaign Council will continue to meet occasionally.



Minutes. Paul moved to approve and Gerry seconded. Minutes approved as distributed.

Financial. Barbara reminded that LGIP was cashed in and should not appear as line item on the report. Questioned Verizon negative amount and negative net income. With no objections, financial report stands approved.

Affiliate Reports

- Cape Charles – Becky Lowe is new staff replacing Greg Jones, who moved.
- Chincoteague – Gerry distributed Tales 4 Tots schedule. Legos program was held this past Saturday. Cara reviewed that she needs financials for LVA annual report.
- Northampton Free – Kitty commented that the computer use is high. Eastern Shore Authors series by the Friends this winter.
- Friends – Next meeting.

Director's Report. Presentation on budget increase. Cara presented a review of the history of local government flat funding and the background behind current budget request and the 75/25 county ratio imbalance.

Discussion: Paul reviewed concerns about budget requests to county. Accomack budget meetings are early May and Northampton's are estimated to be in February or March. Paul Muhly recommends simple handouts rather than PowerPoint slideshow. Barbara reviewed the history of the library board's budgeting process and stated that we are much more transparent than in the past. Cara is to develop a simplified handout and distribute for review to the Executive Committee. The Accomack presentation is February 8 or 9.

Construction Committee Report (Gerry Ryan) – We cannot answer some of the preconstruction, site preparation cost questions until we get architectural plans, e.g. the asbestos abatement and fixing doors. Gerry recommends that we proceed with architect RFQ. Paul B. agrees as that may take three months to bring together design team. Cara questioned who provides the attorney to review the contract. Darlene Burton (Accomack County) will be developing RFQ. Gerry will communicate with the committee to set-up a meeting. He asked consensus of the board that the \$500,000 would appropriately be spent on the architect at this time. No objections were given.

Capital Finance Committee (Paul Berge) – Met with ANPDC to help us with the USDA \$100,000 grant application for Rural Development. ANPDC asked that



the library foundation provide \$750 to pay for work to do the grant application. We have to commit to letting them expend \$10,000 to administer the grant application (10% of grant). *Paul moved that Cara Burton is authorized to execute the letter of agreement with the ANPDC; Dennis seconded.* No discussion. Motion approved.

Industrial Revitalization Fund application is due March 1.

Parksley Planning \$5,000 grant was approved by the Department of Housing and Community Development state. If completed, they are eligible for \$35,000 to hire landscape architect.

Old Business

Change meeting date – Barbara moved that meeting dates be changed to the second Tuesday of the month at 2:00 pm. Gerry seconded. Barbara had polled the board. *Barbara amended the motion to the meeting be changed to the second Tuesday of the month at 1:00 pm. Dennis seconded. Motion carried.*

Budget modifications – *Paul moved to accept the budget modifications presented by the Director. Gerry seconded.* Barbara reviewed the change in how the roof money was identified in the budget. Gerry called the question. Motion carried.

New Business

Paul motioned and Gerry seconded that the Accomack and Nassawadox libraries be closed for staff development day on Wednesday, July 26, 2017. Motion carried.

Meeting adjourned at 4:30 pm by the Chair.

Respectfully submitted,

Cara Burton, Secretary